

DD/A Registry

2 MAY 1980

80-1165

ILLEGIB

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: Harry E. Fitzwater
Director of Personnel Policy,
Planning, and Management

SUBJECT: Agency Personnel Evaluation System

REFERENCE: Memo for the DDCI dtd 31 Jan 80, Same Subject

1. Action Required: None. This memorandum reports the status of implementing the Agency Personnel Evaluation System approved by you on 25 February 1980.

2. The Heads of the five Career Services report that their personnel evaluation mechanisms are in conformance with the Agency Personnel Evaluation System as amended at the 18 April 1980 Executive Committee meeting. This amendment, which allows the Head of the E, I, M or R Career Service to appoint either the Director, Deputy Director or senior office official as the chairperson of the subgroup panel, brings the I Career Service system into conformance.

3. An additional item raised was the participation of one or more senior secretaries or clerical employees on secretarial and clerical boards and panels in an advisory capacity when the secretary or clerical is not two grades senior to those employees being evaluated. So long as these secretaries or clericals do not rank personnel at their grade level and do not participate in board or panel meetings that do rank, I am supporting their membership on boards and panels. Inclusion of secretarial and clerical representatives on secretarial and clerical boards and panels contributes significantly towards keeping the board and panel in touch with the constituency and the work being performed.

Harry E. Fitzwater

Harry E. Fitzwater

cc: DDO
DDA
NFAC
DDS&T
Chairman, E Career Service
D/DCI/RM

31 JAN 1980

Personnel Registry
30-299

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : Harry E. Fitzwater
Director of Personnel
Policy, Planning, and Management

SUBJECT : Agency Personnel Evaluation System

REFERENCE : Memo for Heads of Career Services fr DDCI dtd 13 Apr 78,
subj: Establishment of Career Service Panels for the
Career Management of Secretarial and Clerical Personnel

1. Action requested: It is requested that you approve the recommendation contained in paragraph 3.

2. Background:

a. At the 6 December 1979 Executive Committee meeting, the Heads of the five Career Services and the Director and Deputy Director of Personnel Policy, Planning, and Management were asked to develop an Agency Personnel Evaluation System. The proposal was presented at the 18 December 1979 Executive Committee meeting and accepted with some minor revisions. These revisions have been included in the attachment to this memorandum.

b. The attachment has been expanded to include a Directorate-wide Senior Secretarial and Clerical Board in consonance with your 13 April 1978 memorandum on the career management of secretarial and clerical employees.

c. The attachment affirms the Agency policy of having all CIA employees evaluated for career development, promotion and value to service by a panel system.

d. Uniform precepts are being developed for use Agency-wide. These will be discussed at the January meeting of the Personnel Management Advisory Board and submitted to you for approval.

3. It is recommended that you approve the attachment.

STATINTL

Harry E. Fitzwater

Attachment

AGENCY PERSONNEL EVALUATION SYSTEM

POLICY STATEMENTS:

1. All CIA employees below SIS-4 will be evaluated for career development, promotion and value to service by a personnel board or panel system.
2. Depending upon the composition and needs of the Career Service, the boards or panels in a given Career Service may function on either a Career Service-wide basis or on a competitive subgroup basis.
3. Uniform personnel evaluation board and panel precepts will be prescribed for use Agency-wide.

STATINTL

APPROVED:



Director of Central Intelligence

DISAPPROVED:

Deputy Director of Central Intelligence

DATE:

25 FEB 1990

CAREER SERVICE BOARD

(Directorate-Wide)

FUNCTION	COMPOSITION	COVERAGE	APPROVAL	REMARKS
Evaluation for:				
1. Promotion	NFAC, DDA, DDS&T and E Career Service appointed from Heads of Offices	1. To GS-15	Head Career Service	Recommendations from Career Sub-Group. Ex- ceptions to the Board recommendations approved by the DCI/DDCI and re- ported to the Director of Personnel Policy, Planning and Management
		2. GS-15 to SIS and within SIS to SIS 3.	DCI	Based on Advice of Head of Career Service. Exceptions to Board Recommendations Noted.
2. Value to Service				
a. Potential	DDO	1. GS-15		
b. Assignments	Assigned by	2. SIS-1, 2 and 3.	Head Career Service	
c. Training	DDO: GS-15 to SIS- 1 by SIS-3&4s			
3. Executive Development	SIS-1 to SIS- 2 by SIS-4s SIS-2 to SIS- 3 by SIS-4s	1. GS-15 2. SIS-1, 2 and 3	Head Career Service (Except for selected SIS-3's who may be of DCI/DDCI concern)	Recommendations made by Head Career Service. Agency Executive Develop- ment Panel identifies for DCI/DDCI approval and monitors inter-directorate rotations.

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CAREER SERVICE SUB-GROUP PANEL

FUNCTION	COMPOSITION	COVERAGE	APPROVAL	REMARKS
Evaluation for: 1. Promotion	<u>NFAC, DDA,</u> <u>DDS&T and</u> <u>E Career</u> <u>Service</u> Appointed from Division Chiefs or Equivalent.	1. Advise on GS-15		Provides Advise to Career Service Board
		2. Recommends to to GS-13 and GS-14	Heads of Offices ----- DDO	Exceptions to Panel Recommendations A proved by the Head of Career Service and reported to Office of Personnel Policy, Planning, and Manage- ment.
2. Value to Service a. Potential b. Assignments c. Training	Chaired by Deputy Director of Office. <u>DDO</u>	1. Advise on GS-15		Advise Career Service Board.
		2. GS-13 & GS-14	Heads of Offices ----- DDO	
3. Executive Development	Assigned by DDO: GS-13 to GS-14 by GS-15s GS-14 to GS-15 by SIS-1 and SIS-2s.	1. Advise on GS-14 & GS-15	Head of Career Service	
		2. GS-13	Heads of Offices ----- DDO	

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APPROVED (P)

NOT APPROVED ()

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CAREER SERVICES SUB-GROUP ADVISORY PANELS

FUNCTIONS	COMPOSITION	COVERAGE	APPROVAL	REMARKS
Evaluation for: 1. Promotion and 2. Value to Service a. Potential b. Assignment c. Training	Supervisors at least GS-13	GS-10 through GS-12	Heads of Offices ----- DDO	Exceptions to Panel Recommendations Approved by the Head of Career Service a Reported to the Off of Personnel Policy Planning, and Manag ment.
	Members must be at least GS-12	GS-07 through GS-09	Heads of Offices ----- DDO	
	Members must be at least GS-10	Clerical GS-07 and below	Heads of Offices ----- DDO	

SENIOR SECRETARIAL AND CLERICAL BOARD

(Directorate-Wide)

FUNCTIONS	COMPOSITION	COVERAGE	APPROVAL	REMARKS
<p>Evaluation for:</p> <ol style="list-style-type: none"> 1. Promotion and 2. Value to Service <ol style="list-style-type: none"> a. Potential b. Assignment c. Training 	<p>Members must be at least two grades senior.</p> <p><u>NFAC, DDA, DDS&T</u></p> <p>and</p> <p><u>E Career Service</u></p> <p>Nominated by each Office Head and appointed by Head Career Service.</p> <p><u>DDO</u></p> <p>Assigned by DDO.</p>	<p>GS-08 and above</p>	<p>Deputy to Head Career Service</p>	<p>Exceptions to Board recommendations approved by the Head of the Career Service and reported to the Director of Personnel Policy, Planning, Management.</p>

APPROVED 

NOT APPROVED ()